



CITY OF WINCHESTER, VIRGINIA

Recruitment and Selection Procedures



Rouss City Hall
15 North Cameron Street
Winchester, Virginia 22601
www.ci.winchester.va.us

Telephone: (540) 667-1815
FAX: (540) 722-3618
TDD: (540) 722-0782

We want to thank you for your interest in employment opportunities with the City of Winchester. We want you to be well informed of how your application will be handled and what you should expect. Hopefully, this information will answer your questions, but if questions still exist please call the City of Winchester Administration at 667-1815, ext. 1454.

Where are our positions normally advertised?

The public is encouraged to apply for City employment vacancies through the Personnel Division of the Department of Administration. The City receives over 2,100 applications each year. Vacancies are advertised throughout the region via the City's website, WCT – Channel 20, Virginia Employment Commission, newspapers, professional journals, and job fairs. Our vacancy list is distributed to approximately 35 outside agencies and organizations such as the NAACP and the Department of Rehabilitative Services. Current openings are also listed on our Job Vacancy Report Line at 540-667-1815 ext. 449 and the America's Job Bank at <http://www.ajb.dni.us>. The City is an equal opportunity/affirmative action employer.

How do I get an application for employment form?

Requests for employment require completion of the City's application form. You can pick up an Employment Application at Rouss City Hall or visit our internet site: www.ci.winchester.va.us to download the application form.

If you would like an application to be mailed, please call or email your request.

The City of Winchester's Service Delivery Policy is to provide services to the public equally and fairly without regard to the person's age, gender, race, religion, national origin, creed, political affiliation or disability. We are an equal opportunity employer

with a commitment to affirmative action. Any member of the public requiring special accommodations such as an interpreter or reader should contact City Hall at 540-667-1815 (phone) or 540-722-0782 (TDD).

What tips can you give me in completing my application?

1. Ensure the information on the application is current and legible. Be sure to write in ink. Resumes can be accepted with a completed City application. If you would like to apply for more than one vacancy, please list all in the "Positions Applied for" space. Remember that the appearance of your application will reflect your interest in the position, as well as give an example of your work.
2. Ensure that the dates, salary information, addresses, phone numbers, position number/title and references are correct.
3. If there is a question regarding your reasons for leaving a position, be prepared to answer openly and honestly. References are checked with current and previous employers, so it is best to address your reasons on the application.
4. Find out as much about the job being posted and how it relates to your background experiences. Refer to the job advertisement for this information.

5. Don't assume the reviewer will understand the relevance of work experience without a clear explanation of the work you performed. Therefore, it is important to specify your experience as it relates to the position for which you are applying.
6. Don't forget to include any special coursework, computer software training or current licenses/certificates that may help you qualify for the position.
7. List references that can attest to your job related qualifications. Let those references know that you would like to list them as potential contacts.
8. Answer all questions honestly. Not including or falsifying information that substantially misrepresents your candidacy will lead to discharge (i.e., convictions, academic or work experience).
9. Submit your application. We accept copies as well. All positions are open until filled.

When will I hear from your office regarding the status of the position?

All applications received will be screened. If you are selected to receive an interview, we will contact you.

If I am selected for an interview, what can I expect to happen?

You will receive a phone call giving specific details.

What can I expect to happen after the interview?

The necessary checks required of the position will be made which may include your driving record and/or criminal history. References checks will also be done.

If I am not selected for the position how will I know?

When a hiring decision has been made, offered, and accepted, you will receive a letter notifying you that the position has been filled.

If I am selected for the position, what will happen?

An offer of employment will be made. Employment is contingent on successfully passing a pre-employment physical and drug screen. In some instances, a polygraph and psychological testing are also required.

Welcome Aboard!

We hope this information is helpful and your experience applying for positions with the City of Winchester is a pleasant one. If you have additional questions regarding this information, please contact our Human Resource Representative at (540) 667-1815 or admindept@ci.winchester.va.us.